Origin Codes

Origin codes can equal divisions within an agency. They are used to identify how approvals flow through workflow. Workflow allows the approval of a requisition, purchase order, or voucher to flow from one person to another. Origin codes also allow prior purchase approval such as IT, microfilm, postage meter purchases, and request to purchase that need to be sent to the State Procurement Office or Information Technology Services.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > PO Origin Codes

1. Click the **Add a New Value** Tab

2. Select/Verify the SetId (Business Unit).

3. Enter a 3 digit numeric identifier.

4. Click **Add**.

5. Enter a Description in the **Desc** field.

6. Enter a Short Description in the **Short Desc** field.

7. Click **Save**.

Modifying Origin Codes

The numeric value of an Origin Code cannot be changed or deleted. You can update the description and short name.